

30 November 2021 at 7.00 pm

Council Chamber, Argyle Road, Sevenoaks

Published: 22.11.21



The meeting will also be livestreamed to YouTube here [https://www.youtube.com/channel/UCL1f\\_F5OfvTzxjZk6Zqn6g](https://www.youtube.com/channel/UCL1f_F5OfvTzxjZk6Zqn6g). Members of the public who wish to attend in person, are requested to wear face masks and observe social distancing procedures. For health and safety reasons access may be limited and will be on a first come first served basis.

## People & Places Advisory Committee

### Membership:

Chairman, Cllr. Collins; Vice-Chairman, Cllr. Perry Cole  
Cllrs. Dr. Canet, Cheeseman, Coleman, P. Darrington, Dyball, Edwards-Winser, Foster, Hudson, Parkin and Raikes

### Agenda

There are no fire drills planned. If the fire alarm is activated, which is a continuous siren with a flashing red light, please leave the building immediately, following the fire exit signs.

	Pages	Contact
Apologies for Absence		
1. <b>Minutes</b> To agree the minutes of the meeting of the Advisory Committee held on 6 October 2021, as a correct record.	(Pages 1 - 8)	
2. <b>Declarations of interest</b> Any interest not already registered.		
3. <b>Actions from Previous Meeting (if any)</b>		
4. <b>Update from Portfolio Holder</b>		
5. <b>Referral from Cabinet or the Audit committee (if any)</b>		
6. <b>White Oak Leisure Centre - Everyone Active Update</b>	(Pages 9 - 12)	Sarah Robson Tel: 01732227129
7. <b>Skills &amp; West Kent Partnership Update</b>	(Pages 13 - 20)	Wendy Wood Tel: 01732 227470

- |     |   |                 |                                    |
|-----|---|-----------------|------------------------------------|
| 8.  | <b>Establishing a Community Lottery</b> | (Pages 21 - 52) | Jenny Godfrey<br>Tel: 01732 227112 |
| 9.  | <b>Community Empowerment</b>            | (Pages 53 - 54) | Kelly Webb<br>Tel: 01732227474     |
| 10. | <b>Digital Inclusion</b>                | (Pages 55 - 56) | Kelly Webb<br>Tel: 01732227474     |
| 11. | <b>Work Plan</b>                        | (Pages 57 - 58) |                                    |

#### EXEMPT INFORMATION

At the time of preparing this agenda there were no exempt items. During any such items which may arise the meeting is likely NOT to be open to the public.

If you wish to obtain further factual information on any of the agenda items listed above, please contact the named officer prior to the day of the meeting.

Should you need this agenda or any of the reports in a different format, or have any other queries concerning this agenda or the meeting please contact Democratic Services on 01732 227000 or [democratic.services@sevenoaks.gov.uk](mailto:democratic.services@sevenoaks.gov.uk).

**PEOPLE & PLACES ADVISORY COMMITTEE**

Minutes of the meeting held on 6 October 2021 commencing at 7.00 pm

Present: Cllr. Collins (Chairman)

Cllrs. Dr. Canet, Cheeseman, Dyball, Edwards-Winser, Hudson and Raikes

Apologies for absence were received from Cllrs. P. Darrington and Foster

Cllrs. Perry Cole, Dickins, Coleman, Parkin were also present via a virtual media platform, which does not constitute attendance as recognised by the Local Government Act 1972.

12. Minutes

Resolved: That the Minutes of the People & Places Advisory Committee held on 15 June 2021 be approved and signed by the Chairman as a correct record.

13. Declarations of interest

There were no additional declarations of interest.

14. Actions from Previous Meeting

The actions and updates were noted.

15. Update from Portfolio Holder

The Portfolio Holder expressed her thanks to Kelly Webb and the Team who were involved in the thank you event that was held for the Volunteers who had helped throughout the Coronavirus pandemic. She had received thanks from those who attended, with praise for a wonderful evening.

The Portfolio Holder went on to share some service Highlights with Members including that a bid had been submitted to the UK Community Renewal Fund, and a bid for match funding from the Helping Hands Fund. If the bid was successful it would be used for a community hub project that would support 18-24 year olds in Swanley St Mary's & White Oak wards. The benefits would help develop those who were Not in Education or Employment or Training (NEETS) or those who were at risk of becoming NEET. It would also further support those who risk falling out of the system and missing out on government support.

Members were updated on the successful bids from Kent County Council's Containment Outbreak Management Fund, which helped to support the Family Fun

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### People & Places Advisory Committee - 6 October 2021

days, carers event, Kent wide safeguarding system, Freedom domestic abuse support and the shop radio scheme.

Members were also updated with work continuing within the Community Safety Team, work surrounding leisure including the new White Oak Leisure Centre and refurbishments works for Orchards Academy sports hall; the West Kent Partnership including the including Kickstart scheme.

In regards to the voluntary sector, a Carers thank you event was held on 9 August at St Julians, as a thank you to all the carers in the District. The Portfolio Holder expressed her thanks again to the Team for organising a successful event. The 2022 Making It Happen community awards were to take place on 9 March 2022, and was open for applications. The Community Grants Scheme would be open again for applications, and Citizens Advice had signed their Service Level agreement for the first year.

The Portfolio Holder announced, that Millwall Football club had purchased land in West Kingsdown and would be working with the local community regarding their plans.

Members took the opportunity to ask questions of the Portfolio Holder on the update she provided.

The Chairman thanked the Portfolio Holder for her update

#### 16. Referral from Cabinet or the Audit committee

There were none.

#### 17. Budget 2021/22: Review of Service Dashboards and Service Change Impact Assessments (SCIAs)

The Head of Finance presented the report which set out updates to the 2022/23 budget within the existing framework of the 10-year budget and savings plan. The report presented growth and savings/additional income proposals that had been identified which needed to be considered, and requested further suggestions from Members, before finalising the budget for 2022/23.

Informed by the latest information from Government and discussions with Cabinet, it was proposed that the Council continued to set a revenue budget that assumed no direct funding from Government through the Revenue Support Grant or New Homes Bonus. This would result in the Council continuing to be financially self-sufficient. To achieve this aim and to ensure a balanced budget position over the next 10-year period would continue to be challenging due to the ongoing financial impacts of the Covid-19 pandemic, homelessness and inflationary pressures.

The budget process would be the same as two years ago as opposed to the shortened process last year, but streamlining the process in future years was being investigated.

No changes had been made to the assumptions at this stage, and the annual budget gap included in the report was £100,000 which related to the annual savings target. It was expected however, that the gap would increase.

Members discussed the report and it was suggested that the Council could charge for paid tourism events and sporting events.

#### Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That it be recommended to Cabinet that consideration be given to asking Officers to explore the following further suggestions for growth and income

- i) Charging for tourism events; and
- ii) Charging for sporting events

#### 18. Voluntary Sector Barometer Survey

The Health and Communities Manager presented the report which detailed the results and the steps being taken to action the issues raised from the Voluntary Sector Forum's barometer survey in May 2021. Covid-19 had a major impact on the voluntary and community sector both nationally and locally and the survey would track the impact on the voluntary and community sector in the District.

Members were advised that the results of the survey were attached as Appendix A with the results groups by theme. A second barometer survey would shortly be undertaken to assess the action taken on issues identified so far.

Members discussed the report, focussing on the number of volunteers, and how to reach out to those who could volunteer their time.

#### Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Quality Duty

Resolved: that the report be noted and recommended to Cabinet.

#### 19. End of Year Community Grants

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### People & Places Advisory Committee - 6 October 2021

The Health and Communities Manager presented the report which provided Members with the year-end update on the 2020/21 Community Grants. During the summer, recipients of the grant were asked to provide an update and if there had been an impact of Covid-19 on their project, service or activity together with any changes made or planned. Since September, the Council had worked with all recipients to deliver as much of the projects, services and activities as possible. Where this had not been possible, the Council had accrued returned unspent monies and reinvested it in 2021/22 Community Grants, and carried forward two projects for delivery in 2021/22.

Members were provided with a summary of the community grants and their attention was brought to the case studies attached.

Members expressed their thanks to the Team and were pleased to see that a flexible approach had been taken to deliver services in unprecedented times.

Resolved: That the report be noted.

#### 20. Farmstead Drive, Spitals Cross, Edenbridge - Development Proposal

The Strategic Head of Property and Commercial presented the report which sought approval for funding to undertake further feasibility and design work to facilitate the submission of a planning application and to deliver the scheme subject to receiving the necessary statutory consents. The development proposal was for a site located on Farmstead Road, within the Spitals Cross housing estate in Edenbridge. As this was a new capital project that was not accounted for in the Capital Programme 2020/21, and the estimated project budget, Council approval was required.

The estate was built in the 1960s, and as such the community buildings that currently occupied the proposed development site were at the end of their economic life and required substantial refurbishment. There was the opportunity to redevelop and re-provide the community hall and its facilities and to replace the shop with modern premises, to provide new housing, and public open space and parking. The sale of the residential accommodation would provide capital receipts to pay for these improvements.

Members asked questions of clarification. The District's Strategic Housing Market Assessment (2017) suggested that this part of the District required 79 new homes a year.

#### Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That it be recommended to Cabinet that

- a) It be recommended to Council that, the provision of £7,609, 620 in the 2021/22 Capital Programme to deliver the scheme within the financial implications, detailed as (i) to (vi) below, be agreed;

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- i. The scheme be intended to be funded (ultimately) from capital receipts from the sale of residential units in the scheme;
  - ii. A summary of the estimated scheme funding, based on feasibility to date;
  - iii. 23 residential units would be disposed of in the open market and according to the Council’s property consultant, which were expected to generate a sales receipt of £8.143m. The affordable housing units were expected to generate £1.172m and would be discounted to reflect development costs and were in line with current market practice for affordable housing;
  - iv. Until receipts from the sales of the residential units were received, short-term external borrowing be used to fund the scheme. Potential financing costs were detailed within paragraph 18 of the report;
  - v. The new retail unit would be retained by the Council, and let on market terms. The Community Hall be leased to reflect community benefit, but also to ensure future on-going liabilities be recuperated; and
  - vi. Consideration be given to the VAT implications of the project, dependant on the use of some of the elements of the project may require specific VAT treatment and further VAT advice be sought.
- b) subject to approval, of recommendation (a) by Council, authority be delegated to the Strategic Head of Property and Commercial and the Chief Officer Finance & Trading, following consultation with the Cabinet Member for Finance & Investments to proceed with the Scheme subject to final scheme viability; and
  - c) subject to approval of recommendation (a) by Council, authority be delegated to the Strategic Head of Property and Commercial following consultation with the Chief Officer Finance and Trading and the Head of Legal and Democratic Services to submit a planning application and to enter into any necessary contracts to facilitate the development and construction of the proposed scheme in accordance with the Council’s Contracts Procedure Rules and for the disposal of the residential and commercial units.

21. Stangrove Development Proposals

The Strategic Head of Property and Commercial set out the report which sought Council’s approval for a new capital project to proceed and for provision to be

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### People & Places Advisory Committee - 6 October 2021

made within the Capital Programme for 13 new homes, a retail unit together with parking and landscape improvements within the Stangrove Estate in Edenbridge.

The Stangrove estate had several parcels of land which were poorly used, and by development of the sites, the Council would contribute to its housing targets, and also significantly improve the Estate's public realm by providing additional car parking spaces and landscaping improvements to the open spaces. A new community shop would also be provided in response to the local communities wishes. Design and feasibility work, alongside other due diligence studies had been undertaken and a planning application for the development was submitted in August 2021. Subject to planning consent being obtained and funding being finalised it was envisaged that the new scheme would be delivered by Summer 2023.

Members considered the report.

#### Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That it be recommended to Cabinet that

- a) It be recommended to Council that the capital funding of the scheme of £4,312,743 be agreed;
- b) It be recommended to Council that the scheme would only progress subject to the funding gap being eliminated and planning permission being obtained, be noted;
- c) It be recommended to Council that, subject to approval of the recommendation (a) the development scheme for 7 sites within Stangrove Park, Edenbridge to provide 7 off-street, communal car parks, a new community shop, improvements to landscaping and 13 residential units at an estimated total project cost of £4,312,743, as set out within the table above, be agreed; and
- d) Subject to approval of recommendation (a) by Council, the Strategic Head of Property and Commercial, following consultation with the Head of Legal and Democratic Services and the Chief Officer Finance & Trading, be delegated authority to enter into necessary contracts for the funding of the scheme and the disposal of the residential and commercial units.

#### 22. Work Plan

The work plan was noted with the following additions:

#### **30 November 2021**

Establishing a Community Lottery

Sevenoaks District Community Safety Action plan mid-year update



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Sevenoaks District Community Plan mid-year update  
Community Empowerment  
White Oak Leisure Centre update

**1 March 2022**

Voluntary sector, second Barometer Survey  
Citizens Advice Service Level Agreement  
Sevenoaks District Community Safety Action plan 2022-23  
Sevenoaks District Community Plan 2022 - 23  
West Kent Partnership Update  
Public Realm Commission update

THE MEETING WAS CONCLUDED AT 8.24 PM

CHAIRMAN

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**WHITE OAK LEISURE CENTRE - EVERYONE ACTIVE UPDATE**

**People and Places Advisory Committee - 30 November 2021**

**Report of:** Chief Officer People & Places

**Status:** For Consideration

**Key Decision:** No

**This report supports the Key Aim of:** The Community Plan

**Portfolio Holder:** Cllr. Lesley Dyball

**Contact Officer(s):** Sarah Robson & Kathryn Bone, Ext. 7176

**Recommendation to People and Places Advisory Committee:**

- (a) To note the report and presentation.

**Introduction**

- 1 This report introduces Everyone Active, the leisure operator who will manage the new White Oak Leisure Centre in Swanley, to the People and Places Advisory Committee.
- 2 Everyone Active will present to the Committee an overview of who Everyone Active are, their strategy for pre-sales prior to the new centre opening and their plans for the launch day. The Committee will hear about Everyone Active's approach to digital innovation, their extensive community programme and their targets for local employment and apprenticeships / work experience.

**Background**

- 3 In April 2020, Council approved the decision to enter into a leisure operating contract with Sport and Leisure Management Ltd (SLM). Trading as Everyone Active, SLM have been supporting the development of the new leisure centre throughout the build. They have liaised closely with the Council and the development partner Alliance Leisure Services Ltd to ensure the centre provides a high quality leisure offer for the community.
- 4 SLM and Sencio are working together to ensure the smooth transition of colleagues during the TUPE process and the transfer of leisure centre members. Colleagues from SLM will be meeting with the clubs that are transferring to the new centre at the end of November / early December.
- 5 Phase 1 of the development of the leisure centre (the completion of the new centre) is programmed to be completed on 11 February 2022. SLM have

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worked closely with the developer (ISG) to align their set up and installation of equipment. As such, SLM are set to open the doors of the new leisure centre from 12 February 2022.

### **Other options considered and/ or rejected**

None

### **Key Implications**

#### Financial

There are no financial implications of this report. However, please note that the income from the Leisure Operating Contract with SLM is to be used to service the loan taken out for the purposes of building the leisure centre.

#### Legal Implications and Risk Assessment Statement.

There are no legal implications associated with this report.

#### Equality Assessment

Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to (i) eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010, (ii) advance equality of opportunity between people from different groups, and (iii) foster good relations between people from different groups. The decisions recommended through this paper directly impact on end users. The impact has been analysed and does not vary between groups of people. The results of this analysis are set out immediately below.

There are no implications. The report applies to all.

#### Net Zero Implications

The decisions recommended through this paper have a remote or low relevance to the council's ambition to be Net Zero by 2030. There is no perceived impact regarding either an increase or decrease in carbon emissions in the district, or supporting the resilience of the natural environment.

#### Community Impact and Outcomes

SLM's actions and deliverables will have a positive impact on the local community.

#### Wellbeing

SLM's actions and deliverables will have a positive impact on the wellbeing of the local community.

**Conclusions**

For Advisory Committee to note the report and presentation.

**Appendices**

None

**Background Papers**

None

**Sarah Robson**

**Deputy Chief Executive and Chief Officer - People & Places**

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## SKILLS AND WEST KENT PARTNERSHIP (WKP) UPDATE REPORT

People and Places Advisory Committee - 30<sup>th</sup> November 2021

**Report of:** Detlev Munster, Strategic Head of Property and Commercial

**Status:** For Comment

**Key Decision:** No

**Executive Summary:** The purpose of the report is to provide the People & Places Advisory Committee with an update on skills activities being undertaken within the Commercial and Property Service and the work of the West Kent Partnership in supporting the local economy and delivering skills projects.

**This report supports the Key Aim of:** Dynamic Economy - funding secured for business support programmes and rural businesses.

**Portfolio Holder:** Cllr. Lesley Dyball

**Contact Officer:** Wendy Wood Ext. 7470

**Recommendation to People and Places Advisory Committee:**

- (a) To note the various initiatives and activities that have been undertaken and remain current in supporting the District's economy

**Reason for recommendation:** To note the work plan of the Economic Development Team and how it is supporting the District's economy.

### Introduction and Background

#### West Kent Partnership General Update

1. The West Kent Partnership (WKP) is a public-private sector economic partnership of some 20 years standing, funded by Sevenoaks District Council and borough councils of Tonbridge & Malling and Tunbridge Wells. Partners include representatives from business support organisations, businesses, Further Education (FE) Colleges, third sector organisations, Department for Business, Energy and Industrial Strategy (BEIS), South East Local Enterprise Partnership (SELEP), Kent and Medway Economic Partnership (KMEP) and Kent County Council (KCC).

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2. The partnership promotes West Kent, champions key economic issues, engages with industry and business, delivers business support initiatives and pursues investment and funding to underpin innovation and growth.
3. Cllr Peter Fleming has been requested to Chair the WKP meetings following the resignation of the previous chair-person. Cllr Fleming has accepted.
4. The last WKP meeting in October had a major focus on skills. David Gleed, Chief Executive of North Kent College attended alongside Principals of (the former) West Kent College and Hadlow College who both sit on the Partnership. The West Kent skills sub group is chaired by KCC and includes representatives from training providers, colleges, universities and ED officers. The group is following up on issues raised at the meeting which includes high levels of vacancies and skills gaps for some sectors, barriers to employment and high levels of youth unemployment in Swanley.
5. A consultant was procured to refresh “The Case for West Kent” and an outline was presented to the WKP meeting in July. The study reviews how best to encourage and enable greater investment into the economic development and regeneration of West Kent. Evidence from this study will help to inform strategies to successfully bid for investment in both West Kent and Sevenoaks District Council. A first draft report was received on 1 October 2021 and a brief presentation was given to the WKP Board on 8 October (see highlight summary in Appendix A).
6. The Recovery Action Plan is updated quarterly and the Partnership is on track with its delivery. The action plan was amended during 2020 to align with the Kent and Medway Renewal and Resilience Framework in response to the pandemic. The action plan is part of the economic strategy for West Kent - ‘West Kent Economic Priorities for Growth’.
7. WKP officers are in the process of identifying bids to submit to the “Farming in Protected Landscape Programme” which is being administered by the AONB authorities.
8. A West Kent Jobs Fair was held in October at the Assembly Hall Theatre, Tunbridge Wells in Partnership with the DWP. The event attracted 29 employers/providers and 162 attendees. The feedback has been really positive from both businesses and attendees, some of whom left with multiple interview offers.

### **Kickstart West Kent**

9. Sevenoaks District Council is the Gateway for Kickstart West Kent and has a role in facilitating access to the Scheme for West Kent employers. 83 Young people have started in post, with a further 40 posts being actively recruited to.



10. Nineteen young people have reached or are reaching the end of their 6 month placement. Of these, 16 have progressed to permanent employment, the overwhelming majority with their Kickstart employer.
11. Jobcentres are working hard to match young people and employers and are delivering face to face recruitment events from Tonbridge. Direct engagement between employers and young people is very effective in bringing forward applications.
12. DWP are actively encouraging Gateways to reallocate placements between approved employers where an employer is not in a position to recruit to an approved place.
13. DWP have extended the Scheme to 31 March 2022 when young people must have started in post. The Scheme closes to new applications on 17 December 2021.
14. SDC has been a great supporter of the Scheme and the following opportunities have been made available:
  - Enterprise Assistant within the West Kent team working with schools and businesses in Commercial and Property - Ben has completed his placement and is looking to move to Bristol, also to start teacher training
  - Open Spaces Ranger - Leonie has just finished and plans a return to study around ecology and volunteering
  - Economic Development/Tourism Assistant - Henry has been in post a couple of months and is making a full contribution to the work of the ED team
  - Community Development Project Assistant - Daniel has been in post a couple of months
  - Health and Communities Assistant - Hanan has just started
  - Property Assistant, Isabelle has just started
  - Administrative Assistant, Democratic Services - live
  - Environmental Health Assistant - application made
  - Empty Homes Assistant - application made

#### **Skills - Partner activity**

15. DWP have a strong focus on developing skills as part of supporting both their customers and businesses. WKP partnered on an online event on 20 July organised by the Tonbridge Jobcentre and presented on the advantages to employers of working through a Kickstart Gateway.

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16. There is a huge breadth of Jobcentre support available
  - Work trial - employee stays on benefits
  - Work experience - doesn't have to be an actual vacancy - useful if out of work for a long period
  - Sector based Work Academy Programme - SWAPs
    - Eg - national careers service - new amazon warehouse in Dartford/Gravesend - jobcentre source employees, deliver 3 day training session, including employer QA, video of warehouse. Amazon then interviews those that want to go for role
  - Find a job - recruitment portal
  - Redundancy support - advice and support for employers and their employees
  - National Careers Service - deliver redundancy support for JCP
  - Traineeships - get young people ready for an apprenticeship
  - Apprenticeships for people of any age
  - Recruiting older workers and the benefit they bring to the workforce
  - Disability confident - 3 different levels an employer can sign up to
  - Access to work - making adjustments to workplace to accommodate those with disability or health concern to move into or stay into employment - focused on individual needs
  - Kickstart - their flagship Scheme
17. Kent has been successful in becoming one of 8 pilot areas to become Local Skills Improvement Plan (LSIP) trailblazers. Kent Invicta Chamber of Commerce is the employer representative body lead.
18. LSIPs will help transform how we assess, agree and plan for skills provision and, in time, tackle the pervasive skills shortages that put a brake on business productivity and growth
  - Funding framework that colleges have to operate under is one of main blockers - opportunity to re-write rules so can be more responsive, set pilot programmes and set agenda for change across funding architecture
  - The WKP is engaging with Kent Invicta Chamber of Commerce
19. West Kent Housing Association is delivering Job Clubs in Swanley, Sevenoaks and in Edenbridge from September.

### **Young People and West Kent Enterprise Adviser Network**

20. The ED Team will be leading a workshop this autumn with some of the Business Board Members to look at issues around the recruitment of young people into sectors that are really struggling to recruit such as rural, hospitality and care and how a different approach to marketing these sectors and the opportunities they offer could be taken forward

21. A challenge is to be set to students at Hadlow Rural Community School through the West Kent EAN to produce a video and other material focused on the recruitment of young people into the rural sector

### **Jump4Health**

22. A national initiative run by Sports Traider. Sports Traider is a Charity that gives young people employment and sports participation opportunities. It employs young people in their professionally run chain of charity sports shops to help develop confidence, self-esteem, retail skills and improve mental and physical health.
23. The Jump4Health initiative is to encourage as many young people to skip for 20 seconds and upload their video (need only show their feet) and challenge others (a bit like the ice bucket challenge) on social media. The Challenge came to Kent & Medway during Stress Awareness Week in November (1<sup>st</sup> to 5<sup>th</sup>) to help raise awareness around stress and how to combat it through skipping.
24. The motion of skipping helps to de-stress, re-focus and clear the mind. Many young people have been struggling with stress over the last 2 years and still are with the challenges of returning back to school brings. Focus will also be made around the young person's overall wellbeing and the importance of self-care and their mental health as they prepare for the world of work.
25. This has been promoted to schools in West Kent by their Enterprise Coordinators

### **Public Realm**

26. A challenge set by Cllr Hogarth for Media students at Knole Academy.
27. The project is for the students to create a short 2-3 video/film illustrating their personal experience of and reactions to the Public Realm.
28. The video could be in the form of still and/or moving images, with or without written and/or audio narrative. For example, it could be left entirely up to the viewer to interpret what they are seeing and hearing or it could be a polemic arguing for change. Or the entire time could be spent looking at insects they come across, or potholes, or they could present a multi-faceted walk-through. The students have the freedom to explore their creative side.

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29. This opportunity will give students an amazing experience and will be meaningful both in film studies, careers education and developing future skills.
30. Students will present their video/film to a panel of judges on 18<sup>th</sup> November and the winning team will be presented with a Film Maker of the Year Trophy.

### **Retrofit Skills**

31. Discussions to be initiated with Retrofit Academy to set-up an academy in Sevenoaks and also to pilot their 10 week “bootcamp” programme which provides NEETs with employability skills.

### **Other options Considered and/or rejected**

Not applicable.

### **Key Implications**

#### Financial

All activities highlighted are funded by current budgets.

#### Legal Implications and Risk Assessment Statement.

Not applicable

#### Equality Assessment

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

### **Conclusions**

32. This report has provided a snap shot of some of the key activities of the West Kent Partnership focussing on skills and employability. Sevenoaks District Council
33. supports the Partnership and continues to identify new activities and initiatives that assist in strengthening the District’s and sub-region’s economy.

**Appendices**

**Appendix A - Case for West Kent Highlight Summary Draft**

**Background Papers**

None

**Detlev Munster**

**Strategic Head of Property and Commercial**

### Appendix A - Case for West Kent Highlight Summary of Draft Report

#### West Kent economy

- Performs very strongly when compared to other sub-areas of Kent & Medway;
- Experiences low workplace-based earnings and very challenging housing affordability;
- Has room for growth when compared to other edge of London areas.

#### Key issues - West Kent needs to do

- Understand in detail the opportunities and challenges resulting from the Covid-19 pandemic changing working and commuting patterns;
- Avoid complacency, and focus on growing its own economy; and
- Tackle the challenges of housing affordability and a lack of development land.

#### Key Actions - resourcing economic development and regeneration

West Kent has been successful in securing funds through competitive bidding, particularly given its relative affluence; (see appendix 2, page 19)

- The changing funding landscape will be more challenging. As a result, West Kent should focus on:
  - Developing high quality projects with robust business cases and clear deliverability;
  - Collaborating with a wide range of partners; and
  - Building links with local MPs and Central Government

**A COMMUNITY LOTTERY FOR SEVENOAKS DISTRICT COUNCIL**

**People & Places Advisory Committee - 30 November 2021**

**Report of:** Deputy Chief Executive, Chief Officer People & Places

**Status:** For Decision

**Also considered by:**

- Cabinet - 9 December 2021

**Key Decision:** Yes

**Executive Summary** COVID-19 has had a major impact on the voluntary and community sector both nationally and locally. With the voluntary and community sector receiving COVID emergency and recovery funding available until end of March 2022, there is concern about funding beyond that. A community lottery scheme would help facilitate fundraising for the sector. This report sets out the proposal to establish and operate a Sevenoaks District Community Lottery.

**This report supports the Key Aim of:** the Council's Community Plan

**Portfolio Holder:** Cllr. Lesley Dyball

**Contact Officer(s):** Jenny Godfrey x7112 Kelly Webb x7474

**Recommendation to People and Places Advisory Committee:**

To receive and endorse the recommendations to Cabinet.

**Recommendation to Cabinet:**

- (a) The establishment of a local community lottery is approved.
- (b) Approve the use of an External Lottery Manager that has worked with other Local Authorities running similar schemes for greater assurance.
- (c) Approve the eligibility criteria for good causes to participate in the Sevenoaks District Lottery.
- (d) The appointment of an External Lottery Manager (ELM) is approved, with the Deputy Chief Executive, Chief Officer People and Places and Deputy Chief Executive, Chief Officer Finance and Trading, given delegated responsibility to negotiate and finalise the agreement.
- (e) Authorise the Council's membership of the Lotteries Council in order to demonstrate best practice and to provide access to free membership services on legal and compliance issues.

## Agenda Item 8

### Introduction and Background

1. As part of last year's budget process, at the People and Places Advisory Committee held on 6 October 2020, Members resolved that Officers should explore the Council running a community lottery. The item was subsequently added to the published work plan, requesting officers bring a report forward. Officers have worked with the Portfolio Holder for People and Places to explore the opportunity for the Council to establish a community lottery. This report is the result of the work undertaken.
2. The concept of a Sevenoaks District Community Lottery has been identified as a proven business model delivered in many other local authorities raising funds for local 'good causes'.
3. Local authorities have been able to set up community lotteries since legislation was passed in 2007. There are currently 67 local authorities licensed to run lotteries by the Gambling Commission and regulated under the Gambling Act 2005. It works by enabling good causes to help themselves with the local authority facilitating this by holding the operating licence in an umbrella manner.
4. The Council provides financial support to the Sevenoaks District voluntary and community sector through its Community Grants Scheme and other initiatives, supporting a number of aims of the Council's Community Plan.
5. A community lottery model has the potential to enhance and extend the Council's support, benefiting more local causes and residents. It extends the Council's support because a wider range of groups will be eligible to participate in the community lottery than are supported through the Community Grant Scheme. In addition, the community lottery model makes the Council the facilitator instead of the provider.

### Society lotteries

6. Lotteries are a way for smaller organisations to raise income. They are regulated by the Gambling Act 2005. There are different types of lotteries available; this proposal falls within the category of 'society lotteries'.
7. Society lotteries are promoted for the benefit of a non-commercial society. A society is non-commercial and conducted for:
  - Charitable purposes;
  - The purpose of enabling participation in, or of supporting sport, athletics or a cultural activity;
  - Any other non-commercial purpose other than that of private gain.
8. There are two variants of society lotteries, the main difference being who issues the licence - local authorities permit small lotteries and the Gambling Commission permits large lotteries.



9. A large society lottery:
  - Has proceeds that exceed £20,000 for a single draw;
  - Has aggregate proceeds from lotteries in excess of £250,000 in any one year.
10. A small society lottery:
  - Does not have proceeds that exceed £20,000 for a single draw;
  - Does not have aggregate proceeds from lotteries in excess of £250,000 in any one year.
11. The proposed Community Lottery is considered as a large society lottery. Large society lotteries have been set up by other local authorities including Aylesbury Vale, Portsmouth City Council, Melton Borough Council, Gloucester City Council, Dover District Council, Blably District Council, Tunbridge Wells Borough Council, Tandridge Council and Hart District Council.
12. A local lottery such as the one proposed has a set of aims and unique selling point (USP) that resonates with supporters. This is because the scheme will focus on:
  - Delivering the proceeds locally - A district wide lottery that delivers benefits only to local causes, unlike any other provider - supporters can be assured that the proceeds will stay in the district.
  - Maximising benefits to the community - To bolster support and to help in continuing the good work the Council already does, there is a significant benefit being delivered to the voluntary and community sector. The proposal in this report has 50% of proceeds being given to good causes. Supporters will be offered the option of choosing a particular good cause.
  - Minimising costs - The appointment of an External Lottery Manager with a tried and tested digital platform enables the scheme to be largely self-financing.
  - Delivering winners locally - Whilst anyone can play, it is likely that supporters will be locally based and hence it is easier to maximise the value from winners' stories and thereby encourage more participation.
  - Facilitating a wider benefit - Whilst the lottery will help current funding of good causes, it will also enable local good causes to fundraise in partnership with the Council and hence enables the Council to help good causes to help themselves. It will also enable access to lottery-type funding which may not have been accessed due to barriers such as licensing, administration or ability to support such an endeavour.

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### Proposal

13. The proposed delivery method entails a partnership with an existing deliverer of lotteries in the market place (an External Lottery Manager - ELM). This in effect means 'buying into' an existing lottery manager's products and as such the Council would be commissioning experts in the field to run the lottery. This ensures minimal risk to the council compared to trying to run a lottery directly as the ELM holds responsibility for the sale process, insurance of winnings etc. and is also licensed by the Gambling Commission to do this. The ELM is also able to act as a specialist advisor to the Council and provides necessary compliance training in the package.
14. The ELM will:
  - Manage the prize fund and associated insurance;
  - Build the website and provide marketing materials;
  - Get local good causes to sign up to the lottery and get their own webpage;
  - Ask good causes to encourage their supporters to buy tickets online;
  - Enable people to buy tickets per week and choose the cause they want to support;
  - Conduct the draw every Saturday night and notify the winners;
  - Distribute the funds to the local good causes every month and provide regular detailed reports to the Council;
  - Comply with all licensing requirements including any reporting.
15. There is a one-off set up fee for the adoption of the platform, but thereafter the arrangement is financed at the point of ticket sale as the ELM takes a percentage of the ticket price. It is therefore not technically a procurement.
16. The Council will not handle any transactions other than receiving its share of the income on a monthly basis. The Council will have a contract agreement with the ELM.
17. The lottery proposal will look to operate as follows:
  - £1 ticket per week with a weekly draw;
  - Only playable online;
  - Funded only via Direct Debit (no cash), rolling monthly card payment, or block ticket purchase with single payment for 3, 6 or 12 months;
  - 6 number self-selected ticket;

- Delivered via an ELM.
18. Research shows that some council lotteries work on a minimum play of one ticket per week for a minimum 4 week subscription or one off 5 week payment. This is taken monthly from the supporter's account, and thus equates to a minimum monthly expenditure for the supporter.
  19. It is clear that the ticket price has a significant bearing on the success of the lottery. A high ticket price reduces the administration costs, which in turn leaves more money available for good causes.
  20. Aylesbury Vale District Council's proposal for a community lottery concluded that research indicates there is a significant drop-off in the take-up rates (up to a potential 69% less participation, equating to around 50% less revenue) if a ticket is priced at £2 instead of £1.
  21. A high ticket price also has the potential to reduce participation due to resistance to the (inaccurate) perception that council would be generating 'profit' from charitable enterprise.
  22. It is the research into the public perception of appropriate lottery ticket pricing that is the most significant factor to consider when selecting a preferred model for the lottery. A £2 entry would also place the model in direct competition with the National Lottery.
  23. Consultation with an ELM running over 80 lotteries for local authorities, schools, charities, unions and societies has found that the estimated percentage of eligible population participating is between 0.5% and 1.6% with the average number of tickets bought per supporter per week being 1.8. Table 1 below shows the income that could be generated dependent upon the number of supporters and what this number of supporters is as a percentage of the Sevenoaks District's 16 years and over population (96,300 based on 2019 NOMIS data). Although it should be noted that you do not have to live in the area to play the lottery - family members/friends etc. living in other parts of the country are able to play, which does increase the scope.

Ticket Price	% of SDC Supporter population	No. of Supporters	Tickets bought per week	No. of weeks	Gross Return	Good Causes (50%)	SDC Admin. (10%)	Prizes (20%)	External Lottery Manager Organisation (17%)	VAT (3%)
£1	0.5%	482	Av. 1.8	52	£45,115	£22,557	£4,512	£9,024	£7,669	£1,353
£1	1.0%	963	Av. 1.8	52	£90,137	£45,069	£9,014	£18,028	£15,323	£2,704
£1	1.6%	1,541	Av. 1.8	52	£144,238	£72,119	£14,424	£28,848	£24,520	£4,327

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24. As can be seen in the Supporter Modelling table above, if the scheme achieves 0.5% (equating to 482 supporters) take up of the district's supporter population with each supporter purchasing the average 1.8 tickets (see point 23) per week it could be generating gross sales of £45,115 per annum. If it achieves 1%, it would generate £90,137 per annum and 1.6% would generate £144,238. It is difficult to predict the level of income generation, but is known that for those councils consulted with, the average net return for good causes ranges from between £30,000 and £40,000 per annum (see Appendix B). In addition, Tunbridge Wells and Tandridge Councils achieved total gross incomes of £55,405 and £139,262 respectively in their first year. They are in their 5<sup>th</sup> and 4<sup>th</sup> year of operation respectively and a breakdown of their projected figures for their current year is set out in Table 2 below. With Tandridge having less eligible supporter population, the difference in income generation is attributable to the number of good causes participating and their success at publicising to and reaching their own supporters.

Local Authority Lotteries	Players	Weekly Tickets	Ave Tickets/ player	Causes	Population	POP Avg	Annual ticket Sales (Gross Return)
Tunbridge Wells July 2021 to July 2022 (5 <sup>th</sup> year)	606	1,156	1.91%	74	95,325	0.60%	£60,112
Tandridge Together March 2021 to March 2022 (4 <sup>th</sup> year)	1,101	2,281	2.07%	168	70,585	1.60%	£118,612

25. Distribution of proceeds from each ticket sold is proposed below:

	% allocation	£ allocation per ticket	Comment
Good causes	50	£0.50	This is far in excess of the minimum (20%) required by the legislation governing lotteries and other popular lotteries (National Lottery 25%; Postcode Lottery 32%; and Health Lottery 20.3%).
Prizes	20	£0.20	To fund prizes of £1,000 and below.
ELM	17	£0.17	To pay for the External Lottery Manager's running costs including the cost of the insurance policy they will hold for funding the top prize of £25,000.
SDC	10	£0.10	To cover the annual Gambling Commission licensing fee, Lotteries Council membership and marketing. The Gambling Commission permits the local authority to use net proceeds of such lotteries for any purpose for which they have the power to incur expenditure. Any remaining funds will be allocated to the Sevenoaks District LSP Community Wellbeing Fund (see paragraph 36).
VAT	3	£0.03	
<b>Total</b>	<b>100</b>	<b>£1.00</b>	

26. The prize structure offers supporters the opportunity to win prizes of up to £25,000. The odds of winning the 'grand prize' are the same as this is an insured prize and supporters select their numbers of choice.
27. The prize structure and odds for the draws are set out in the table below:

	Winning odds	£ prize
6 numbers	1,000,000:1	£25,000
5 numbers	55,556:1	£2,000
4 numbers	5,556:1	£250
3 numbers	556:1	£25
2 numbers	56:1	3 free tickets

28. There are no financial implications to the Council if ticket sales drop and no minimum number of tickets to sell. The ELM will manage the prize fund and any associated insurance so the Council will not be exposed to any risk. The contract with the ELM will be for an initial term of 12 months with the provision to give 3 months' notice to terminate after this initial term. If ticket sales were so low in the first 9-months that it was projected that gross sales would not enable the Council to cover its Year 2 onward costs, three months' notice could be given and the contract would end after one year. The Council would then not renew its licensing or need to pay for marketing.
29. Whilst the business model identifies the operating costs picked up by the ELM and taken from ticket sales there are still costs that fall to the Council. The table below sets out the approximate set-up and operating costs. The set-up costs will be partly funded by a £4,163 grant from Kent County Council's Covid Outbreak Management Fund (COMF) and from the Health and Communities 2021/22 budget. The ongoing costs will be funded from the 10% proceeds apportionment to the Council (see paragraph 25 above).

Requirement	Year 1 Cost (estimated)	Year 2 ongoing Cost (estimated)
Remote Society Operating Licence Annual Fee (based on proceeds from lottery being under £100k per annum & a first-year 25% discount on full cost of £348)	£261	£348 or £692*
Remote Society Operating Licence Application Fee (based on proceeds from Lottery being under £100k per annum)	£147	£147 or £220**
Lotteries Council Membership	£385 (only £199 paid at time of applying for Operating Licence)	£385
External Lottery Manager Organisation set up costs	£5,000 plus VAT	
Marketing and Promotional materials and activity		£3,000
<b>Total</b>	<b>£5,793*** plus VAT</b>	<b>£3,880 or £4,297****</b>

\*The cost of the Remote Society Operating Licence annual fee is dependent on the annual proceeds from the lottery. Where proceeds are up to £100k per annum, the annual fee is £348. For proceeds between £100-500k, the annual fee increases to £692.

\*\*Cost of application fees dependent on annual proceeds from lottery. £147 for up to £100,000. £220 for £100,000 to £500,000.

\*\*\* Year 1 costs will all be funded from a £4,163 grant from the Kent County Council Covid Outbreak Management Fund (COMF) and the Health and Communities team budget

\*\*\*\*Funded by the Community Lottery proceeds apportionment - see paragraph 25 of this report.

30. All other administration costs, website costs, hosting etc. are borne by the ELM. This includes handling all financial transactions in a similar manner to

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that which a conveyancing solicitor holds money for clients. The top prize is an insured sum and the prize fund pot is built over time to cover all other winnings. If the prize fund pot was to grow unnecessarily large the scheme can hold additional prize draws to ensure distribution in accordance with the licence. Prize funds cannot be used for any other purpose.

### Good causes

31. The Council will be responsible for approving the applications of those good causes wishing to sign up to the community lottery. The aim will be to enable a wide range of organisations and groups to apply to sign up including charities, clubs, associations, societies, community interest companies, social enterprises and schools (for extracurricular activities that benefit the wider community).
32. The following groups will be eligible to register as a local good cause with the Council's Community Lottery provided they meet the terms and conditions set out in paragraphs 33 to 36 (inclusive) below:
  - Charities
  - Clubs
  - Associations
  - Societies
  - Community Interest Companies
  - Social Enterprises
  - Schools may apply for extracurricular activities that do not form part of the core offer provided by the school and that benefit the wider community.
  - Churches and faith groups may only apply for projects that are open to the wider community where the primary aim of the project is not to promote any religion or faith.
33. Eligible local good causes must:
  - Agree to work with the appointed ELM (responsible for managing the Council's Community Lottery) to ensure full compliance with the Community Lottery scheme.
  - Operate within Sevenoaks District, providing facilities, activities or services for the benefit of its residents.
  - Be able to demonstrate the service it is providing by giving details of its activities and the number of beneficiaries in the Sevenoaks district.
  - Have a committee of board of decision makers, a constitution and a bank account.
  - Actively promote equality and safeguarding within its structure and operations.
  - Have spent all previous funding received from Sevenoaks District Council in accordance with the funding award conditions attached to them.

34. The following will not be eligible to join the Council's Community Lottery as a local good cause:
- Any organisation that the Council deems to be a political party, has the nature of a political party, or is engaged in campaigning for a political purpose or cause.
  - Groups that do not benefit Sevenoaks District residents.
  - Individuals.
  - Organisations which aim to distribute a profit.
  - Organisations with no established management committee/board of trustees.
35. When registering to become a local good cause, the groups need to agree to:
- Nominate a lead individual in their organisation responsible for working with the ELM and where necessary the Council to actively and appropriately promote the Council's Community Lottery using the marketing materials provided.
  - Wherever possible, acknowledge the funding from the Council through the Council's Community Lottery in its marketing materials.
  - Inform the Council immediately if the group intends to disband, changes its aims, legal status or any other policy that may affect its eligibility for the scheme.
36. In addition to these good causes, supporters will be given the option to choose the Sevenoaks District Local Strategic Partnership (LSP) Community Wellbeing Fund as a good cause when purchasing lottery tickets. Other local authorities manage their community lotteries in this way to enable a supporter without allegiance to a particular good cause to support voluntary and community sector led projects being delivered in the district. The Sevenoaks District LSP Community Wellbeing Fund will be included as a good cause option on the following basis:
- It is an existing funding scheme managed by the Sevenoaks District LSP, which whilst coordinated by the Council is made up of public sector organisations together with voluntary, community and faith sector representatives. The appraisal panel for the funding applications includes the Council's Deputy Chief Executive and Chief Officer People & Places; the Chair of the Sevenoaks District Voluntary Sector; the CEO of West Kent Mind and CEO of COMPAID.
  - The Sevenoaks District LSP supports the Community Plan which creates a long-term partnership vision for the Sevenoaks District and sets out community priorities for action.

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- The Sevenoaks District LSP Community Wellbeing Fund supports capital and revenue projects that contribute to these community priorities. As such, income from the Council's Community Lottery allocated to the Sevenoaks District LSP Community Wellbeing Fund will be spent where the need is assessed as greatest.
- The Sevenoaks District LSP Community Wellbeing Fund is open to applications twice yearly from all voluntary groups, community groups, statutory bodies and other not-for-profit organisations providing services within the Sevenoaks District that benefit residents in the district.
- Appendix C sets out the criteria used by the Sevenoaks District LSP when awarding Community Wellbeing Fund grants.

### Gambling

37. Lotteries are the most common type of gambling activity across the world and considered to be a 'low risk' form with respect to the emergence of problem gambling. This is due to its relatively controlled form. The proposed Lottery scheme will help mitigate against many of the issues related to addictive gambling by:
- Being only playable via direct debit (no cash) and by pre-arranged sign up;
  - There is no 'instant' gratification or 'instant reward' to taking part;
  - There will be no 'high profile' activity surrounding the draw;
  - The Lottery website will contain a section providing links to gambling support organisations.
38. Due to these factors, it is not anticipated that a Council-run Lottery would significantly increase problem gambling, and the benefits to good causes in the district from the proceeds of the lottery would outweigh possible negative issues.

### Next steps

39. If this scheme is approved, the Council will need to appoint an ELM. Although most other local authorities have used and recommended the organisation Gatherwell, the Council will approach other ELM organisations to get a comparison.
40. The Council would need to undertake the licence application process. The ELM will provide assistance with template policies to accompany the licence as well as the production of a Communications and Marketing Strategy and with the launch to good causes and subsequent ticket sales.
41. The Gambling Commission currently has a turnaround target of 16 weeks for new applications, but during this time the ELM is able to develop the



platform bespoke to the Council (a name would need to be chosen and website name secured) and complete project implementation based on ticket sales planned from estimated date for award of the licence.

42. If Cabinet approval is sought in late 2021, it is estimated a launch could be achieved for Spring/Summer 2022. An indicative, but not final timescale is attached as Appendix A.

#### **Consultation with other local authorities**

43. Four local authorities currently running community lotteries were contacted and asked a series of questions about set up and management. One local authority who were unsuccessful in running a community lottery and did not use Gatherwell as its ELM was also contacted. The full results from this consultation are included at Appendix B but in summary the key matters arising were:

- All four local authorities consulted use Gatherwell as their ELM. However, Gatherwell do have competitors and the Council will therefore approach other ELM organisations to get a comparison. Existing Council officers will complete this. The Gambling Commission requires that ELMs are licensed and registered with them so the Council will ensure this is a requirement in the tender documentation.
- It was reported that to set up and launch their community lottery required more officer time than for running it. Based on the consultation, the Council has timetabled for officer time of 1 day per week for a six-month period to allow for the set up (including to appoint the ELM) and launch and 1 day per month thereafter to promote the lottery and pass any queries received to the ELM. This scheme will be managed and monitored by the Health and Communities Manager and team using existing staff.
- Local authorities establishing and running a community lottery conclude that this is ethically no different to the local authority applying for funding generated through lotteries for projects (i.e. the National Lottery). Lotteries are the most common form of gambling activity and are considered to be low risk in respect of problem gambling due to their relatively controlled format. However, it remains essential that measures are taken to ensure that a community lottery is implemented and run appropriately. The Council will share information about gambling responsibly and the Safeguarding Group will monitor this issue. The Council will also appoint a fully experienced ELM that is trained to be able to manage any issues relating to problem gambling and mitigate against many of the issues related to addictive gambling by making the lottery:
  - playable only on-line via registered sign up and by non-cash methods;
  - have no instant gratification or instant reward involved;

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- be fully compliant with the Gambling Commissions licensing code of practice;
- restrict the tickets to a maximum of 20 per supporter.
- Similarly to the other local authorities consulted, the Council will become a member of The Lotteries Council initially paying £199 to become a provisional member whilst in the process of applying for a lottery licence from the Gambling Commission. Once licensed the Council will pay an additional £186 for full membership. Thereafter the annual membership fee is £385. The benefits of this membership include: access to updates on current market sector activities; free consultation with solicitor specialising in gambling and licensing advice; VAT and Taxation Specialist; Data Protection Adviser; free IBAS (betting adjudication service) dispute resolution service; use of various logos on marketing materials. In addition, the Lotteries Council make a group payment to GambleAware an independent grant-making charity using best practice in commissioning assessment, planning, evaluation and outcome reporting to support effective, evidence-informed, quality assured prevention of gambling harms.
- One key lesson learnt that was identified by several of the five local authorities was the need to take time to engage with local good causes to secure enthusiastic leads that know how the lottery works such that they can continuously promote it. One local authority decided to close the community lottery they had implemented with ELM Hive Lotto after 2 years due to poor marketing and low sales. The Council will therefore use the Sevenoaks District Voluntary Sector Forum to start this engagement and work with the appointed ELM and the Council's Communications Team to develop and implement a sustainable marketing strategy.

### Other options considered

44. In considering the report, Cabinet can choose to:

- i) Do nothing
- ii) Deliver in house
- iii) Deliver through external partner

<b>i) Do nothing</b> Under this option, the status quo remains, with no lottery in place.	
<b>Strengths</b>	<b>Weaknesses</b>
The Council continues to reap the benefits of the status quo. These include good PR for helping	The Council may be faced with the future financial challenge to keep offering discretionary funding at

<p><b>i) Do nothing</b> Under this option, the status quo remains, with no lottery in place.</p>	
<p>community groups, attracting more money into the organisations and thus the district.</p>	<p>the current level, unless they choose to prioritise it at the expense of other, potentially key services. There is no planned alternative to assist with the funding of these types of activities in the medium - long term.</p>
<p><b>ii) Deliver in-house</b> This option would require the establishment of the necessary posts and systems to run a lottery in house. This has not been fully costed, but it is considered somewhere in the region of a £100-120k for set-up costs alone. This would include a lottery manager and the necessary development of software systems to enable the lottery to run. The Council also need to secure the relevant insurance to cover lottery prizes.</p>	
<p><b>Strengths</b></p>	<p><b>Weaknesses</b></p>
<p>The Council could keep supporting community causes thus continuing towards delivering corporate objectives.</p> <p>There could be a comfortable fit with the commercial approach of going into new territory and looking for alternative ways of working.</p>	<p>The Council does not have the internal expertise to set up the software for an online lottery. This would have to be brought in at commercial rates. The Council would need to develop a completely new area of operation for the lottery. This would involve at the very least a lottery manager and support assistants as well as having to source software to run the lottery itself and associated operating costs.</p> <p>No experience at all in this field and so no knowledge of how to deal with potential difficulties.</p> <p>There could be a negative perception from the public and charities that the Council is potentially trying to take business from good causes.</p> <p>There could be a negative perception from the public that</p>

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<p><b>i) Do nothing</b> Under this option, the status quo remains, with no lottery in place.</p>	
	<p>they already pay their council tax.</p>
<p><b>iii) Deliver through external provider</b> This option would see a partnership with an existing deliverer of lotteries in the market place (an External Lottery Manager - ELM). This in effect means 'buying into' an existing lottery manager's products.</p>	
<p><b>Strengths</b></p>	<p><b>Weaknesses</b></p>
<p>The Council would be commissioning experts in the field to run the lottery which would be much lower risk - less chance of malfunctioning, legal errors etc.</p> <p>An ELM takes care of complexities around lottery licences etc.</p> <p>The Council could keep supporting community causes thus continuing towards delivering corporate objectives.</p> <p>Positive PR for the Council brand.</p> <p>This may be a more comfortable fit with the commercial approach than option ii) above, as it would be less costly and very low risk and could also be a strong example of partnership working.</p>	<p>The ELM will take a percentage of the ticket price.</p> <p>There could be a negative perception from the public and charities that the Council is potentially trying to take business from good causes - although in part this is mitigated by using an ELM.</p> <p>There could be a negative perception from the public that they already pay their council tax and the Council is trying to take more of their money.</p>

45. Taking into account the above analysis, this business case concludes that the best option is iii) Delivery through an external provider. This is primarily due to the now proven business model and delivery method with other councils as well as the minimised investment and risk.

### Key Implications

#### Financial

The Council has been successful in a funding bid to the Kent County Council COVID Outbreak Management Fund (COMF) for £4,163 towards the initial set-up costs and the remaining £1,630 plus VAT and ongoing running costs will be paid via the

Health and Communities budget. The Kent County Council COVID Outbreak Management Fund (COMF) grant would need to be spent by 31 March 2022.

Legal Implications and Risk Assessment Statement

Two responsible Officers will need to be appointed to hold the licence and submit the necessary Remote Society Operating Licence application to the Gambling Commission, with responsibility for making these appointments delegated to the Deputy Chief Executive, Chief Officer People and Places in consultation with the Council’s Head of Legal and Democratic Services.

The contract between the Council and the ELM will have contractual liabilities. It is understood that the ELMs use standard terms and conditions for their services and it is known that other local authorities have found them acceptable. The Council will ensure that its Legal Department are fully involved in the appointment and contract negotiation process to ensure that all contractual liabilities taken on are acceptable.

The contract to be agreed with the ELM will cover statutory obligations, including Child Safety, Equalities and Safeguarding policies. It will also encompass the issue of gambling responsibly. In addition, the Council will share information about gambling responsibly and this risk will be monitored by the Safeguarding Group.

The contract to be agreed with the ELM will include a requirement on them to maintain an up-to-date risk assessment relating to the provision of the service and make this available to the Council.

**Risk and Benefits analysis**

	<b>Risk</b>	<b>Benefits</b>
<b>Financial</b>	<ul style="list-style-type: none"> <li>• This is a potentially low-risk scheme, which requires low investment, to cover officer time and external implementation support, initial licence fees and annual licence fees. Running a lottery in partnership with an ELM, it is estimated that ongoing costs would not exceed £5,000 per annum.</li> <li>• The contract with the ELM would include provision to terminate with 3 months’ notice if tickets sales are not projected to be high enough to cover the Council’s year 2 and onward costs.</li> <li>• However, this risk would only be low if the lottery is run in partnership with an ELM; if it</li> </ul>	<ul style="list-style-type: none"> <li>• Staff costs would be reduced if the Council chooses to operate a lottery with an external lottery manager - ELM. This option would mean the Council would facilitate self-help for community groups wishing to fundraise. A percentage of the ticket price goes directly to good causes, similar to other lotteries that operate.</li> </ul>

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	<b>Risk</b>	<b>Benefits</b>
	was to be run in house, the risks in terms of investment could be extremely high.	
<b>Reputational</b>	<ul style="list-style-type: none"> <li>• There is the possibility of damage to the council's reputation, in the unlikely case that the lottery becomes connected to corruption or avoidable failure (i.e through poor marketing).</li> <li>• The Council's reputation could also be damaged in the event that it launches the lottery and has to close it due to lack of interest. (However, the Council could still argue it tried to do something in difficult circumstances).</li> <li>• There could also be a negative reaction from residents who may perceive the lottery to be a stealth tax, as they already pay their council tax.</li> </ul>	<ul style="list-style-type: none"> <li>• The Council has a reputation as a dynamic council which leads the way. If the Council chooses to operate a lottery with an experienced ELM they will jointly promote it as a facilitation of community fundraising in a difficult economic climate, particularly in light of Covid-19.</li> <li>• The key message communicated about a lottery would be that is empowering and enabling communities to help themselves.</li> </ul>
<b>Political</b>	<ul style="list-style-type: none"> <li>• Discretionary giving is something that has come to be part of what councils do and has come to be depended on by different pockets of the wider community. It not only creates a degree of prestige for the organisation but also individual members who support those causes and sit on decision panels. Some of this impact could be lost.</li> </ul>	<ul style="list-style-type: none"> <li>• The proposed eligibility criteria for good causes means that a lottery would deliver the benefits for the local community.</li> <li>• Giving to good causes brings prestige to members serving their communities. A lottery could enable similar prestige.</li> </ul>
<b>Commercial</b>	<ul style="list-style-type: none"> <li>• Some critics may perceive this idea to encourage gambling, which, in extreme cases, could lead to addiction and is not something a council should be doing.</li> </ul>	<ul style="list-style-type: none"> <li>• There are already a number of charity and local authority run lotteries and this does not appear to be a problem. If the Council chooses to use an experienced ELM, they do</li> </ul>

	Risk	Benefits
	<ul style="list-style-type: none"> <li>• With 185,000 charities in the UK, it could be a risk to set up another avenue of charitable giving. The Council could also be criticised for taking business from other charity lotteries. However, the proposed option gives local good causes a potentially more effective facility with which to fundraise, rather than labour-intensive raffles etc. and would be giving opportunities to smaller groups.</li> </ul>	<ul style="list-style-type: none"> <li>• not promote gambling in a hard-hitting way; the emphasis is on helping the community.</li> <li>• For participants there is a much higher probability of winning the jackpot, compared to the national lottery.</li> <li>• With the growth in technology, operating an online lottery would provide multiple opportunities to access potential supporters and for them to easily participate (using a range of digital devices).</li> <li>• A Community Lottery would give more to good causes than, say the national lottery.</li> <li>• Camelot, the best known lottery provider, is seen as a successful commercial company. The lottery has the potential to have positive commercial associations.</li> </ul>

Equality Assessment

Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to (i) eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010, (ii) advance equality of opportunity between people from different groups, and (iii) foster good relations between people from different groups. The decisions recommended through this report directly impact on end users. The impact has been analysed and does not vary between groups of people. The scheme has the potential to positively impact people with protected characteristics<sup>1</sup>, as they are likely to benefit from services or activities provided by the good causes. However, until community groups sign up to the scheme, we won't know which people with protected characteristics will most likely benefit.

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<sup>1</sup> As defined in the Equality Act 2010, relates to a persons: Age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity

## Agenda Item 8

People without a bank account or payment cards may feel excluded as they will be unable to take part. However, officers consider this a proportionate approach to achieving a legitimate aim, which in this case is to reduce the risk of gambling addiction. We expect a cautious response from religious groups who may not agree with gambling as a method of raising income. However, marketing the scheme with the promotion of good causes as its focus should help to remove concerns. The results of this analysis are set out immediately below.

<b>Consideration of impacts under the Public Sector Equality Duty:</b>		
<b>Question</b>	<b>Answer</b>	<b>Explanation / Evidence</b>
a. Does the decision being made or recommended through this paper have potential to disadvantage or discriminate against different groups in the community?	No	The Contract to be agreed with the ELM will include obligations on the ELM to comply fully with the Council's commitment to ensuring that the service is non-discriminatory and that residents can access the service taking account of any vulnerability.
b. Does the decision being made or recommended through this paper have the potential to promote equality of opportunity?	Yes	The Sevenoaks District Community Lottery will raise funds for local causes that support and promote equality of opportunity to some of the most vulnerable residents.
c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts identified above?		No negative impacts identified

### Procurement

The consideration is that we are effectively buying into an existing and working model (via a contract with an ELM), rather than establishing our own team that runs the lottery in-house.

### Resources (staffing)

This is a new area of work, but it is envisaged that it can be incorporated within existing staff resources within Health and Communities.

### **Conclusions**

As part of last year's budget process, at the People and Places Advisory Committee held on 6 October 2020, Members resolved that Officers should explore the Council running a community lottery. The item was subsequently added to the published work plan, requesting officers bring a report forward. Officers have worked with the Portfolio Holder for People and Places to explore the opportunity for the Council to establish a community lottery. This report is the result of the work undertaken.



A society lottery of the type proposed in this report has now been successfully implemented by many other local authorities. We are aware of 80 local lotteries being run successfully by Gatherwell. These include South Oxfordshire, Aylesbury Vale, Oxford City and West Berkshire. However, we have also spoken with a local authority, which closed the community lottery it had implemented by another ELM after 2 years due to poor marketing and low sales.

The delivery of a society lottery in Sevenoaks District could enable local community groups to access and benefit from a nationally recognised funding model originally developed by Aylesbury Vale District Council in partnership with an external lottery manager. It would also provide a way in which the council can provide further support to the local voluntary and community sector without putting additional pressure on its finances.

However, the key risk to the success of this scheme is that people don't buy tickets to support their chosen good causes. It is imperative that a certain level of marketing is undertaken and the ELM have built in marketing support tools in the operating platform for local good cause administrators to be able to maintain promotions.

The report recommends a certain level of marketing by the District Council as the Promoter as well as building reputation for helping good causes and creating local winners through good news story coverage and press releases. The Gambling Commission are the regulators of the scheme which ensures that the Council's reputation is protected.

The proposal to introduce an online lottery that funds good causes throughout the district and helps external organisations to raise additional funds could therefore, be seen as a positive move forward, which can also encourage community funding. However, members are asked to consider all risks and benefits analysed as part of this report.

#### **Appendices**

Appendix A - Implementation Plan

Appendix B - Results of Consultation with other Local Authorities

Appendix C - Criteria used by the Sevenoaks District LSP when awarding Community Wellbeing Fund grants

#### **Background Papers**

N/A

**Sarah Robson**

**Deputy Chief Executive & Chief Officer People & Places**

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**Appendix A - Community Lottery Implementation Plan - example timeline**

Activity	Start Date	End Date
SMT	17 August 2021	17 August 2021
PPAC	30 November 2021	30 November 2021
Cabinet	9 December 2021	9 December 2021
Voluntary and Community Sector Engagement	January 2022	Continues throughout running of Community Lottery.
Appointment Process for External Lottery Management Organisation	January 2022	1 <sup>st</sup> March 2021
Application for Remote Society Lottery Licence and Personal Management Licence	1 <sup>st</sup> March 2022	1 <sup>st</sup> September 2022
External Lottery Management Organisation to develop website bespoke for Sevenoaks District Council	1 <sup>st</sup> March 2022	1 <sup>st</sup> September 2022
Take out membership of Lotteries Council	August 2022	September 2022
Launch Community Lottery	1 <sup>st</sup> September 2022	

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## Appendix B - Community Lottery - Results of Consultation with Local Authorities

Local Authority	Date Lottery set up	Costs and timescales for set up	Cost and Council staff cost for running lottery	Details of tendering for External Lottery Manager	Minimum number of tickets that Council obligated to sell?	Net Funding raised for local good causes	Lessons learnt
Dover District Council	Early 2019	6 months' to set up. Costs not provided	Costs not provided. Staff time: 1 day a week for 6 months' whilst setting up and 1 day a month after launch	Appointed Gatherwell as External Lottery Manager (ELM) Organisation	No minimum	£38k per year	Gatherwell highlighted as an experienced ELM. Get as many listings of local good causes as possible involved and on the website as this assists with ticket sales. Important to undertake community group engagement.
Blably District Council	January 2018	Less than one-year to set up. Paid one off cost of £3,000 plus VAT to External Lottery Manager	1 day a week during set up and launch. Less after launch.	Appointed Gatherwell as External Lottery Manager Organisation	No minimum	£30k (this is net)	Gatherwell highlighted as an experienced ELM. Need to keep promoting it! Important to get the right kind of organisations signed up with an enthusiastic lead who will promote it within their organisation. Worth investing time to make sure they know how it works.
Tunbridge Wells Borough Council	July 2017	Approximately £3,000 one off set up cost. 6 months to set up.		Appointed Gatherwell as External Lottery Manager Organisation	No minimum	Over £100k since 2017 (£33,000 average per annum)	Gatherwell highlighted as an experienced ELM.
Hart District Council	2017	£4,300 one off set up cost which includes set up cost to External Lottery Manager; £1,000 license and £385 membership		Appointed Gatherwell as External Lottery Management Organisation			Gatherwell highlighted as an experienced ELM. Need to promote lottery. Allowed £2,000 per year for this - obtained from small % of ticket sales.

Local Authority	Date Lottery set up	Costs and timescales for set up	Cost and Council staff cost for running lottery	Details of tendering for External Lottery Manager	Minimum number of tickets that Council obligated to sell?	Net Funding raised for local good causes	Lessons learnt
		to Lotteries Council					
Tonbridge & Malling Borough Council	2016			Appointed Hive Lotto			Closed Community Lottery 2018 due to poor marketing and low ticket sales. Hive Lotto highlighted as an inexperienced ELM.

Appendix C

**Community Lottery - Good Cause Sevenoaks District Local Strategic Partnership  
Community Wellbeing Fund**

Where community lottery supporters choose the Sevenoaks District Local Strategic Partnership (LSP) Community Wellbeing Fund as their 'good cause', any income generated will contribute to the existing Sevenoaks District LSP Community Wellbeing Fund.

The Sevenoaks District LSP Community Wellbeing Fund is co-ordinated by the Council and made up of public sector organisations together with voluntary, community and faith sector representatives. The Sevenoaks District LSP supports the Community Plan which creates a long-term vision for the Sevenoaks District and sets out the community's priorities for action. The Sevenoaks District LSP Community Wellbeing Fund supports capital and revenue projects which contribute to the priorities set out in the Community Plan. The current criteria and priorities for the Sevenoaks District LSP Community Wellbeing Fund is set out below.

**Criteria for funding**

1. The fund is available for voluntary groups, community groups, statutory bodies and other not-for-profit organisations providing services within the Sevenoaks District which benefit residents of the district.
2. Applications can be for a maximum of £2,500 for revenue projects and £5,000 for capital projects.
3. In special circumstances and where applicants can demonstrate the additional value, projects may be awarded grants over a period of two years.
4. Organisations / projects can submit a maximum of 2 applications in any financial year (April - March.)
5. Applications can only be accepted on the fund's application form. All questions should be completed and all requested information provided.
6. Partnership projects are encouraged, but the lead agency in terms of accountability must be made clear on the application.

**What can the fund support?**

The fund can support capital and revenue projects which contribute to the priorities as set out in the Sevenoaks District Community Plan.

Projects must achieve **all** of the following:

- ✓ Help to deliver at least one of the Local Strategic Partnership priorities set out in this guidance.
- ✓ Demonstrates that projects are clearly targeted at promoting recovery from the impact of COVID-19.
- ✓ Provide demonstrable benefits for residents of the Sevenoaks District.
- ✓ Provide services within the Sevenoaks District.
- ✓ Be able to provide evidence that the project has achieved its objectives.
- ✓ Supports the most vulnerable residents in our community.
- ✓ Demonstrates that it supports equality and diversity.

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### When can I submit my application and when will I be informed?

There will be two funding rounds per financial year during June and November. Deadlines for submission will be advertised in January of each year.

### Community Plan Priorities

Brief details about the priorities for funding agreed by the Sevenoaks District LSP are outlined below. A full copy of the Community Plan can be found on the Sevenoaks District Council website [www.sevenoaks.gov.uk/communityplan](http://www.sevenoaks.gov.uk/communityplan)

Priority 1	Mental Health and wellbeing	
Priority 2	Young people 0-25, including project contributing to improving skills and reducing NEETs	
Priority 3	Addiction and Recovery	
Priority 4	Digital Inclusion	

### How are applications assessed?

- Applications must demonstrate that they meet the criteria for funding.
- Applications to the fund can be submitted at any time and will go to the next meeting of the Sevenoaks District LSP Community Wellbeing Fund Appraisal Group (Community Wellbeing Fund Appraisal Group) for appraisal.
- The Community Wellbeing Fund Appraisal Group is a multi-agency group which reports to the Sevenoaks District LSP and which will aim to meet a minimum of four times a year before Sevenoaks District LSP meetings.
- The Community Wellbeing Fund Appraisal Group is made up of the Council's Deputy Chief Executive and Chief Officer People & Places; the Chair of the Sevenoaks District Voluntary Sector; the CEO of West Kent Mind and CEO of COMPAID.
- The Community Wellbeing Fund Appraisal Group will have delegated authority by the Sevenoaks District LSP to make grant decisions. All grant decisions will however be reported to the Sevenoaks District LSP.
- All applications will be acknowledged within five working days and the applicant notified of the next Community Wellbeing Fund Appraisal Group meeting.
- All applications will be appraised against the criteria set out in these guidelines and applicants will be notified as soon as possible.
- Grant payments will be issued in advance of the project commencing as soon as possible after the grant has been approved.

### Conditions of funding

- Specific monitoring requirements will be set out in the grant offer letter.
- The grant must be used solely for the purpose outlined in the application.
- Any unspent funds must be returned to the Sevenoaks District LSP.



## Agenda Item 8

- The project should be completed within 12 months of the grant being paid, unless an extension is agreed in writing.
- The project must recognise the grant from the Sevenoaks District LSP in any publicity and promotional material.
- The project must complete and return an evaluation form to the Sevenoaks District LSP within 6 weeks of the completion of the project, including evidence of expenditure and feedback from beneficiaries.
- The Community Wellbeing Fund Appraisal Group reserves the right to suspend a project and recover all or part of the grant in the following situations:
  - Non-compliance with the terms and conditions of the grant as set out in the Guidelines and grant conditions.
  - A fundamental change to the project (as submitted) has been made without the prior consent of the Community Wellbeing Fund Appraisal Group
  - The delivery organisation is no longer capable of delivering the project.
- In the event of national COVID-19 related lockdowns or movement limitations beyond the control of the Council or the grant recipient that will affect delivery, the grant recipient will be expected to inform Sevenoaks District LSP at the earliest opportunity of the expected impact and any mitigation measure that are possible and safe. Sevenoaks District LSP will expect to make reasonable adjustments to monitoring requirements by mutual agreement.
- It should be noted that for the purposes of this grant fund, capital funding applied for needs to be for a benefit that lasts for more than a year. This could include equipment, IT infrastructure and software licenses.

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### Sevenoaks District Local Strategic Partnership Community Wellbeing Fund Application Form

1. Name of your organisation

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2. Type of organisation:

Registered Charity - please include number:	
Community Group	
Social Enterprise	
Statutory body	
Company interest company	
Limited by guarantee company (not for profit) - please include number:	

3. Please confirm that your organisation has the following:

Constitution	Yes/No
Bank Account	Yes/No
Equality Policy	Yes/No
Health and Safety Policy	Yes/No
Safeguarding policy that covers children and young people	Yes/No
Safeguarding policy that covers vulnerable adults	
Do all staff and volunteers working directly with children, young people or vulnerable adults have Enhanced DBS checks?	Yes / No

If yes, please provide copies of the documents.

4. Does the organisation have any quality marks or other awards? Please give details here.

--

5. Your name and position in the organisation / group

--

6. Your contact details

Address:
Phone:
Email:
Website:
Social Media:

7. Briefly describe the project which the grant will fund. Include where the project will be delivered, who will benefit and how they will benefit and how you know there is a need for the project (maximum 300 words.)

8. Please give more details about the people who will benefit from your project, the planned project start and end date and project evaluation:

How many people in total will benefit?	
Will your project be working with a particular age group? Please specify	
Where in the Sevenoaks District will your project be delivered?	
Planned project start and end date	
Do you plan to evaluate the project and share results? If not how will you measure success?	

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9. Finances - please give a breakdown of how the grant would be spent.

### Revenue Costs

Item / Activity	Amount £
<b>Total amount of revenue costs requested</b>	

### Capital Costs

Item / Activity	Amount £
<b>Total amount of capital costs requested</b>	

<b>Total overall amount of capital costs requested</b>	
--	--

If the total cost of your project is greater than the amount requested, please give details of where the other funding will come from and whether or not this has been received.

10. Which of the agreed Local Strategic Partnership priorities will your project help deliver (tick all which apply.)

<b>Priority 1</b>	<b>Mental Health and wellbeing</b>	<input type="checkbox"/>
<b>Priority 2</b>	<b>Young people 0-25 years, including skills and NEETs</b>	<input type="checkbox"/>
<b>Priority 3</b>	<b>Addiction and Recovery</b>	<input type="checkbox"/>
<b>Priority 4</b>	<b>Digital Inclusion</b>	<input type="checkbox"/>

11. Explain how your project will help to deliver the priorities which you have ticked above?

12. How will the project involve people in the running and development of the project or activity?

13. What changes will the project or activity make that will empower people and enable them to take control of their lives and build resilience

14. Equal opportunities - How will you ensure that your project is accessible to all residents who would benefit? Include information about how you would publicise the project.

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15. How are you going to measure success? You will be asked to identify the success of your project on the project feedback form, so it's important to think about this now.

--

16. Your signature.

This must be the signature of the main contact in question 2.

- I confirm that I am authorised to sign this application on behalf of the organisation named in question 1.
- I confirm that to the best of my knowledge the information in this application form is true and correct.
- If this application is successful, I agree to ensure that the funds are spent as described here.
- I agree to ensure that the organisation complies with all monitoring and other grant conditions.
- I agree to complete and return the final evaluation form.
- I confirm that my organisation will conform to all relevant statutory requirements.

Signed	
Date	

## COMMUNITY EMPOWERMENT

### People and Places Advisory Committee - 30 November 2021

**Report of:** Sarah Robson, Deputy Chief Executive, Chief Officer People & Places

**Status:** For Consideration

**Key Decision:** No

**Executive Summary:** The report provides an overview of Community Empowerment and sets out the development of a Community Planning and Empowerment Toolkit which will provide a framework for developing and building community capacity.

**This report supports the Key Aim of:** the Council's Community Plan.

**Portfolio Holder:** Cllr. Lesley Dyball

**Contact Officer(s):** Sarah Robson Ext 7129, Kelly Webb Ext 7474

**Recommendation to People and Places Advisory Committee**

- a) To receive and note report.

### Introduction and Background

- 1 Community empowerment has been recognised as crucial in Sevenoaks District and it is our belief that a more empowered community will be a more cohesive community. There is a strong need and appetite to ensure that the Council is effectively engaging and working with residents, communities and businesses across the district to achieve better outcomes for all.
- 2 Empowering residents and increasing equality and inclusion can boost community cohesion - as well as keep communities resilient in tough times. For example, despite the challenges brought on by Covid-19, the District's communities remained resilient, with more than 1,500 resident volunteers, including Sevenoaks District Council, town and parish councils, supporting a network of support to provide and deliver food, collect medicine, undertake basic errands and provide befriending support. This not only resulted in people getting the support they needed; it also made people feel cared for and looked after. During lockdown, we saw a resilient, engaged and innovative community, who initiated their own community-led approaches to supporting one another's wellbeing, and we have seen positive collaboration with voluntary and community organisations.
- 3 Community empowerment is about ensuring that individuals and communities are equipped, informed, skilled and confident in their abilities

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to define, by themselves, their priorities, agendas and ultimately any actions they may wish to put in place.

- 4 It is proposed to develop a Community Planning and Empowerment Toolkit with guiding principles to enable and development an empowered Sevenoaks District community, which will help develop a new relationship between public services, local elected members and the wider community. This relationship will build on existing successes and will take the way we work together to another level. This framework will be designed to help shape the new relationship between the district's stakeholders. It is not a prescriptive model, rather a series of steps and examples of good practice that can help us all achieve our aims and aspirations together.
- 5 The toolkit will help support a long term, ongoing process of planning, which will provide opportunities for community and voluntary groups and the Council to work more closely together in ensuring that the needs of communities are recognised, understood and addressed.

### **Key Implications**

#### Resource (non financial)

None.

#### Financial

None.

#### Legal Implications and Risk Assessment Statement

None.

#### Equality Assessment

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

### **Conclusion**

The report provides an overview of Community Empowerment and sets out the development of a Community Planning and Empowerment Toolkit which will provide a framework for developing and building community capacity.

#### **Appendices**

None

#### **Background paper**

None



**DIGITAL INCLUSION UPDATE**

**People & Places Advisory Committee 30 November 2021**

**Report of:** Chief Officer - People & Places

**Status:** For information

**Also considered by:**

**Key Decision:** No

**Executive Summary:** This report is an update on Digital Inclusion & Exclusion across the District

**This reports support the Key Aim of: The Community Plan**

**Portfolio Holder:** Cllr. Lesley Dyball

**Contact Officer(s):** Kelly Webb, Ext. 7474

**Recommendation to People & Places Advisory Committee:**

To consider the report.

**Reason for recommendation:** To ensure Members are updated on Digital Inclusion & Exclusion initiatives being provided by the District Council.

**Introduction and Background**

Sevenoaks District Council have been working with Compaid and KCC around Digital Inclusion and exclusion.

This report provides an update on the work achieved by the Council and future plans around Digital Inclusion

**Other options Considered and/or rejected**

None.

**Key Implications**

Financial

No financial cost, as this has been sourced externally

Legal Implications and Risk Assessment Statement.

There are no legal implications associated with this report

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### Equality Assessment

Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to (i) eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010, (ii) advance equality of opportunity between people from different groups, and (iii) foster good relations between people from different groups. The decisions recommended through this report directly impact on end users. The impact has been analysed and does not vary between groups of people. The results of this analysis are set out immediately below.

There are no negative impacts - the report applies to all.

### Community Impact and Outcomes

Has a high community Impact

### **Conclusions**

The report highlights the work of the District Council to address Digital Inclusion.

#### **Appendices**

None

#### **Background Papers**

N/A

**Sarah Robson**

**Deputy Chief Executive and**

**Chief Officer - People & Places**

**People and Places Advisory Committee Work Plan 2021/22 (as at 2/11/2021)**

**30 November 2021**

- Presentation from Everyone Active with White Oak Leisure Centre Update
- Establishing a Community Lottery
- Sevenoaks District Community Safety Action plan mid-year update
- Sevenoaks District Community Plan mid-year update
- Community Empowerment
- West Kent Partnership Update

**1 March 2022**

- Voluntary sector, second Barometer Survey
- Citizens Advice Service Level Agreement
- Sevenoaks District Community Safety Action plan 2022-23
- Sevenoaks District Community Plan 2022 - 23
- Public Realm Commission update

**Summer 2022**

**Autumn 2022**

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